

**GOVERNMENT OF MANIPUR
DIRECTORATE OF EDUCATION (S)**

NOTIFICATION

Imphal, the 30th January, 2025

No. 9/1/2024-ED(AD/Hills)Pt: It is informed to all the ZEOs/DDOs/Reporting Officers/Reviewing Officers of Hill Districts under the Department of Education (S), Manipur that, the Service Book of all categories of employees should be updated on time.

2. Further, it is also informed that the Annual Confidential Report (ACR) of all categories of employees of Hill Districts under the Department of Education (S), Manipur should be submitted by the **concerned Reporting Officer/Reviewing Officer by 31st March of every calendar year** to the undersigned without fail.

No further claim will be entertained by this Office if the Annual Confidential Report (ACR) is submitted beyond the above mentioned time line. Responsibility will be fixed to the concerned Reporting Officer/ Reviewing Officer.



(Dangmei Manglem)
Additional Director
Education (S), Manipur

Copy to:

1. The Commissioner, Education (S), Govt. of Manipur
2. The Director, Education (S), Manipur
3. The Sr. Administrative Officer, Education (S), Manipur
4. The Jt. Director (Hill), Education (S), Manipur
5. The Asst. Director (Hill), Education (S), Manipur
6. Guard File